



CAREER EXECUTIVE ASSIGNMENT



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

POSITION TITLE	Assistant Deputy Director, Public Health Emergency Preparedness C.E.A, Level 2
SALARY RANGE	\$7302 - \$8051 per month
RELEASE DATE	April 21, 2006
FINAL FILE DATE	May 26, 2006

DUTIES AND RESPONSIBILITIES:

The Assistant Deputy Director, Public Health Emergency Preparedness works closely with the Deputy Director, Public Health Emergency Preparedness in ensuring that all aspects of emergency preparedness and response management functions are in place to support the Department's mission to protect the health of the citizens of California. The Assistant Deputy Director develops and implements policies impacting public health preparedness and emergency response to bio-terrorist/bio-hazardous actions, including governing the oversight of local entities performance, medical operations training and response, health alert networks, risk communications, and risk monitoring. The Assistant Deputy Director provides organizational leadership to, and effectively communicates with, senior staff within the Department of Health Services and other state departments concerning department-wide preparedness strategies and policies designed to minimize project risks and produce appropriate results in the case of bio-hazardous activities. The Assistant Deputy Director directs staff in developing policy for the Emergency Preparedness Office and its planning and response activities. The Assistant Deputy Director also represents the State of California regarding emergency preparedness issues before the media and the legislature.

EXAMINATION INFORMATION:

The examination process will consist of an Application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year.) The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics. Should the screening committee deem it necessary, interviews may be conducted with the most qualified applicants. (Reference checks may be conducted on those candidates.) Interviews may not be conducted if the Department finds them unnecessary to make a final selection. If candidates are invited for an interview, they may be asked to perform a writing activity. All candidates will be notified in writing of the results of this examination.

The results of this examination will be used only to fill the position of Assistant Deputy Director, Public Health Emergency Preparedness.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code, Section 18992.

And

Candidates must have the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of specific knowledge and abilities listed below. These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation,

operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, and may have been in State service, other government setting, or in a private organization.)

KNOWLEDGE OF:

- The organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch.
- Principles, practices, and trends of public administration, organization, and management.
- Techniques of organizing and motivating groups.
- Program development and evaluation.
- Methods of administrative problem solving.
- Principles and practices of policy formulation and development.
- Personnel management techniques.
- The Department's equal employment opportunity objectives and a manager's role in equal employment opportunity.

ABILITY TO:

- Plan, organize, and direct the work of multidisciplinary professionals and administrative staff.
- Integrate the activities of a diverse staff to attain common goals.
- Gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters.
- Develop cooperative working relationships with the public and people at all levels of government.
- Develop cooperative working relationships with, and deliver presentations to, stakeholder groups that represent patient and resident advocates, provider and other professional organizations.
- Represent the program before the Legislature and members of the press.
- Apply the principles and objectives of effective public administration, and use of proper administration procedures in furthering these objectives.
- Use well developed management skills to lead, motivate, and develop staff.
- Advise, consult, and work cooperatively with departmental staff.
- Effectively contribute to the Department's equal employment opportunity objectives.

In addition to the minimum knowledge and ability, applications will be screened on the basis of the following desirable qualifications and characteristics.

DESIRABLE QUALIFICATIONS:

- Serve as a leader in implementing statewide public health preparedness and emergency response services.
- Broad administrative management experience, which includes substantial participation in the formulation, operation and/or evaluation of program, fiscal, and/or personal management policies.
- Demonstrated leadership and extensive experience in program management and team building.
- Ability to manage staff within a multidisciplinary organization, including those with medical and non-medical backgrounds.
- Work successfully with persons at high levels of government, private health care organizations, and industry associations.
- Ability to analyze complex program implementation problems and develop effective courses of action to solve them.
- Ability to plan, develop, and implement policies and procedures to ensure Department-wide involvement within major program areas in accordance with the Department and the Emergency Preparedness Office policies and procedures.
- Ability to oversee and provide direction for performance standards, negotiate agreements, evaluate performance, allocate funds, assess plans, and establish priorities of need and target benefits.

DESIRABLE CHARACTERISTICS:

Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

STATEMENT OF QUALIFICATIONS:

In addition to the Standard State Application (STD. 678), all interested applicants are **required** to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. This Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership ability including techniques of organizing and motivating groups and/or employees.
2. Describe your experience dealing effectively with a variety of individuals, organizations, state agencies, and local governments.
3. Describe your knowledge of the principles and practices of public administration, organization, and management.
4. Describe your knowledge of and experience with the California legislative and budgetary processes, State control agencies, and other governmental entities that are necessary for effective program implementation.
5. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.
6. Describe your knowledge of planning, developing, and implementing policies and procedures impacting public health preparedness and emergency response.
7. Describe your knowledge and experience that relates to your ability to ensure all aspects of emergency preparedness and response management functions.

FILING INSTRUCTIONS:

All interested applicants must submit two copies of the Standard State Application (Form STD 678), resume and Statement of Qualifications in person or by mail to:

By Mail: Department of Health Services
Selection Unit
Attn: Lisa Jeffers
M.S. 1301
P.O. Box 997411
Sacramento, CA 95899-7411

In Person: Department of Health Services
Selection Unit
Attn: Lisa Jeffers
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA

Applications postmarked, personally delivered or received via interoffice mail after 5:00 PM on the final filing date of May 26, 2006, will not be accepted.

APPLICATIONS RECEIVED WITHOUT THE STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

ADDITIONAL INFORMATION:

- Questions regarding the examination process should be directed to Lisa Jeffers at lj Jeffers@dhs.ca.gov or at (916) 552-8351.
- Questions regarding the position should be directed to Arleen Jacoway at ajacoway@dhs.ca.gov or at (916) 440-7408.

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California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD Phones: 1-800-735-2929 From Voice Telephones: 1-800-735-2922.